

## *Appendix G: Strategies for Implementing MOU*

Requirements of State MOU	Possible Strategies for Meeting Requirements of State MOU	Desired Outcomes
Assign staff to work in at least one comprehensive one-stop center in the local areas in which co-location options are available. Serve as an affiliate site in local areas, particularly in local areas in which no co-location options exist.	In areas where full co-location options exist, staff should be assigned to work in that comprehensive center. In the event that full co-location options are not available, staff can either be assigned to hold office hours in the one-stop and/or be "linked to" one-stop customers through email, telephone or some other efficient method of referral.	To eliminate unwarranted duplication of services, reduce administrative costs and enhance participation and performance of customers served through the system.
Use a portion of funds available to the partner's program, to the extent not inconsistent with the Federal law authorizing the program, to create and maintain the one-stop delivery system, including a common case management system;	Partners must make funds available to the one-stop system for operational costs in areas where co-location options are available. Although the common case management system is on its way, it is not available to all partner programs as of yet. When these modules become available, the costs of these additions will be shared, thus, all partners to this MOU must be prepared to contribute to cover expenses generated on behalf of their respective agencies.	To establish guidelines for creating and maintaining a cooperative working relationship, facilitate joint planning and evaluation of services and develop more efficient management of limited financial and human resources.
Fund, and to the extent not provided by the one-stop, provide all core, intensive, supportive and follow-up services that are applicable to each partner's program.	All partners should provide the services they would normally provide to clients, while "brokering" services from one-stop centers for services not traditionally provided by your agency. Any funds to support those services should be made "available" to the one-stop center through in-kind donations or financial contributions.	To eliminate unwarranted duplication of services, reduce administrative costs and enhance participation and performance of customers served through the system.
Participate in the development and implementation of a common referral system while committing to the effective flow of customers	By sharing information that is needed by every partner, a common referral system can maximize the efficiency with which clients are served and services are rendered. This can be done electronically, by fax, phone, paper, etc. but must foster effective service to customers and timely responses by all service providers.	To establish guidelines for creating and maintaining a cooperative working relationship, facilitate joint planning and evaluation of services and develop more efficient management of limited financial and human resources.

